

Laptop Testing

Important Notice Regarding Use of Laptop Computers at the July 2012 Michigan Bar Exam

As part of a pilot project, the Michigan Board of Law Examiners is allowing, for the first time, a limited number of applicants to use their personal laptop computers to complete their answers to the essay portion of the July 2012 bar exam. The Board anticipates that, as part of this ongoing pilot project, it will once again allow at least some applicants to use their laptops to answer the essay questions at the February 2013 bar examination.

A final determination regarding the number of applicants who will be permitted to participate in the laptop testing at the July 2012 bar exam will be made June 1, 2012. In the event that more applicants request to participate than space permits, the applicants allowed to participate will be randomly selected. The cost for participating in the laptop testing program will be \$90 in addition to any other application or character and fitness related fees. It is paid directly to ExamSoft.

Applicants interested in using their personal laptop computers to complete their answers to the essay portion of the July 2012 Michigan bar exam should download and carefully read the Computer-Based Testing Forms that are attached. For purposes of the pilot program, only applicants who have already applied for the July 2012 bar examination and who are not transferring an MBE score from another jurisdiction are eligible. Due to limited technical support for this pilot project, the laptop option is available only for those applicants testing under regularly timed conditions. Applicants seeking the use of a laptop as part of an accommodation under the Americans with Disabilities Act are encouraged to still seek that accommodation.

Applicants interested in using their personal laptop must return the following completed Computer Based Testing forms to the Michigan Board of Law Examiners by May 31, 2012:

- (1) Request to Participate in Laptop Pilot Program, and
- (2) Release of Responsibility Statement.

These forms must be received in the Board's offices no later than 4:30

p.m., local Lansing time, on May 31, 2012. The forms should be mailed or delivered to the Board of Law Examiners at the following address:

Laptop Testing
Michigan Board of Law Examiners
925 W. Ottawa
Lansing, MI 48913

Submission of these forms by email or fax will not be accepted.

If you have any further questions, please direct them to ble-info@courts.mi.gov.

COMPUTER BASED TESTING INFORMATION

**Michigan Supreme Court
Board of Law Examiners**

**Read this informational brochure
carefully**

Michigan Board of Law Examiners Computer Based Testing Pilot Project July 2012 Bar Examination

The Michigan Board of Law Examiners is offering applicants the opportunity to use a personal laptop computer for the essay portion of the bar examination through ExamSoft Worldwide, Inc., using software technology called SofTest. This software enables applicants to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam. A laptop's full operating functions resume after SofTest reboots the computer back into Windows following the completion of an exam.

Any applicant interested in participating in this pilot project must complete and submit the Michigan Board of Law Examiners' "Request to Participate" and "Release of Responsibility" forms by May 31, 2012.

To Use A Laptop For the Essay Examination, You Must:

1. Confirm that your laptop meets the minimum system requirements. It is not possible to take the secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment. Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure Practice Exams.

PC Requirements:

- CPU = 2 GHz Pentium III or Industry Equivalent
- RAM = 2 GB
- Drives = 1 GB of free space
- Operating System = English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7. SofTest may not be used in virtual operating systems.
- Software = Internet Explorer 7.0 or later
- Internet Access for SofTest Installation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Administrator level account permissions

MAC Requirements:

- CPU = Intel processor
- RAM = 2 GB
- Drives = 1 GB or higher free disk space
- Operating Systems = MAC OS X 10.5.8 or 10.6 (Leopard or

Snow Leopard) or Mac OS X 10.7 (Lion)

- Software = Internet browser. Internet connection for SofTest installation and Exam Download and Upload.
- Administrator level account permissions
- Mac OS X 10.8 (Mountain Lion) is not supported

2. Log In—After being notified that your application to participate in the laptop pilot program was accepted, visit www.examsoft.com/mibar and login under the Exam Takers section in the upper left corner with your assigned ID and password.
3. Download and register SofTest on the laptop you will use on exam day **(NO EXCEPTIONS)**.
4. Watch the training videos for SofTest—Familiarize yourself with SofTest by watching the video available at <http://www.examsoft.com/demo>
5. Launch SofTest and Take **Mock Exam** using SofTest—Complete the Mock Exam and upload the answer file. You will receive a confirmation email when we receive your Mock Exam answer file.
6. Review Exam Day Instructions—Upon completion of SofTest registration you will be provided information about using your laptop on exam day.

Questions:

1. There is a list of Frequently Asked Questions (FAQ's) in the Exam Takers section of the website or go to <http://support.examsoft.com>
2. To contact technical support, email BarSupport@examsoft.com or by phone, toll-free at (866) 429-8889.
3. Another helpful website is: www.examsoft.com/softestdemo

Request to Participate in Laptop Pilot Program

July 2012 Essay Portion of Bar Exam

This form must be received by the Board of Law Examiners by May 31, 2012.

I have submitted an application to take the July 2012 Michigan Bar Exam and wish to complete the essay portion of the exam on my laptop computer. I understand the cost for this is \$90 in addition to any other application or character and fitness related fees. It is paid directly to ExamSoft.

I also understand that the use of electronic technology in completing my essay answers carries with it some risk, such as power failure, computer failure, etc. I recognize those risks and understand that in the event of such developments, I will be obligated to hand write my answers to the questions. In such an event, no refund will be issued. Additionally, once the fee is paid, it is not refundable for any reason.

Please Type or Print Legibly:

Name: _____

Address: _____

City: _____

State: ____

Zip: _____

Daytime Telephone number: _____

Email Address (This email address will be used for all communications with you by ExamSoft. Therefore it must be an email address that you will be able to use for at least six months.):

Signature: _____

MAIL or DELIVER TO:
(no email or fax accepted)

Michigan Board of Law Examiners
925 W. Ottawa
Lansing, MI 48913

Computer Based Testing (CBT) Acknowledgement (Release of Responsibility Statement)

_____, [print name clearly], hereby acknowledge that I intend to exercise my option to answer the essay portion of the Michigan bar examination using my own personal laptop computer. I understand that the Computer Based Testing (CBT) fee is nonrefundable. I fully understand and accept all of the requirements outlined on the CBT Information page and further understand and agree that it is my sole responsibility to correctly preinstall the SofTest software from ExamSoft Worldwide, Inc. to be used during the administration of the essay portion of the Michigan bar examination. Additionally, I understand that in order to be permitted to use my computer, I must register and certify software downloads with ExamSoft. I accept the use of SofTest under the provisions of the ExamSoft license at www.examsoft.com/mibar and agree to be bound by its terms and conditions, which are listed on its website.

I have been notified, understand, and accept the fact that no additional time will be given to me due to any unforeseen complications such as, but not limited to, power failure, lost data, and/or other technical problems, etc., that may be associated with using a computer. I have been notified, understand, and accept that the Michigan Board of Law Examiners, its staff and proctors, and ExamSoft will not assume responsibility for technical difficulties that may be incurred when using a laptop computer during the Michigan bar examination. I also understand that in the event there is a malfunction with the computer or software, for any reason, I agree to begin and/or continue the examination by handwriting my answers in the answer books provided. I understand that once I start handwriting the essay answers, I cannot return to CBT for any reason.

Additionally, I understand and accept the fact that in the event portions of my essay answers become lost and unrecoverable, I will not hold the Michigan Board of Law Examiners or its agents liable. Such data loss may result from, but is not limited to, power failure, technical problems, software incompatibilities, operator errors, etc. If I experience data saving and/or retrieval problems, I will immediately and continually assist the Board of Law Examiners staff in every way, including presenting, at the exam site or by mail, my laptop computer to the Board of Law Examiners staff or their designated representative in attempts to retrieve my answer data. I understand that in the event any or all of my essay answers are lost or unrecoverable, only those portions that are able to be retrieved will be graded. If I am unsuccessful on the Michigan bar examination, I understand that I cannot request, nor will I receive any reconsideration or modification of my essay grades for any reason as a result of their being lost or unrecoverable.

I understand that I am required to set up my personal laptop computer at my assigned seat and begin the boot up procedures for the SofTest software by **8:00 a.m.** I will follow the instructions provided. I understand that if I have any technical difficulties or malfunctions, I will immediately notify a proctor who will provide me with paper answer books for me to complete the Michigan bar examination by handwriting. I understand that if the SofTest software is not fully functional when the morning announcements begin, I will be required to handwrite my answers. Additionally, I understand that if I am late for any reason, I may be disqualified from using my laptop computer for this examination and that, if disqualified, will be required to handwrite answers in the answer books provided.

I understand that my laptop must remain in the CBT testing area until the examination has finished for the day. If I finish my examination answers before time is called, I may leave the room, but may not unplug my laptop computer and carry it out with me at that time. Following the afternoon session of the examination, if I have finished and exited the examination room before the end of testing, I understand that I must return to remove my laptop computer.

I understand that ALL of my essay answers must be uploaded to ExamSoft's secure web server when designated. Failure to upload my answer files by 11:00 p.m. on the essay day of the Michigan bar examination (Tuesday) may result in the disqualification of my essay answers, and I will be required to sit for a subsequent Michigan bar examination.

I understand that the Board of Law Examiners Assistant Secretary, or his designated representative, has the final authority to determine my eligibility to utilize CBT for the Michigan bar examination. The decision of the Assistant Secretary, or his designated representative, is final.

I hereby release, discharge, and exonerate the Michigan Board of Law Examiners, its agents, representatives and/or any affiliate thereof from any and all liabilities of every nature and kind arising out of the option to use my own personal laptop computer for the essay portion of the Michigan bar examination. I understand that only minimal technical assistance will be provided in the event of a computer or software problem.

Applicant Name: _____

Applicant Signature: _____

Date: _____